

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 38-202

1 OCTOBER 1997

Manpower



**TEMPORARY DUTY ASSIGNMENT
SELECTION CRITERIA FOR KAFB
INFORMATION MANAGERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 38-2, *Manpower*. It outlines procedures for the proper selection of nonvolunteers for contingency, rotational and joint chief of staff temporary duty (TDY) requirements. The selection process takes into account all guidance that references assignment selection, TDY selection, and quality control standards. It applies to all information managers assigned to positions controlled by the Kirtland Air Force Base base-level Air Force Materiel Command (AFMC) 3A0X1 resource manager.

1. Procedures : The local 3A0X1 resource manager receives TDY tasking through the Personnel Readiness Unit of the Military Personnel Flight (MPF). The resource manager will compile a list of all information managers (IM) meeting the requirements listed in the tasking letter (i.e., grade and skill level) and solicit volunteers from that list. If there are no volunteers, the resource manager will determine the most eligible nonvolunteer based on the criteria in paragraph 2.

2. Criteria. Criteria for selecting the most eligible nonvolunteer.

2.1. IMs are not considered eligible if they:

2.1.1. Have less than 60 days time on station.

2.1.2. Have accumulated 180 days TDY or more overseas in an 18-month window.

2.1.3. Have a projected permanent change of station, separation or retirement date that is less than 90 days following the TDY conclusion date.

2.1.4. Have a deployment or assignment code that prevents fulfillment of the TDY.

2.1.5. Are serving an Article 15 United States Code of Military Justice punishment including suspensions, are on a control roster observation or are in Phase I Weight Management Program.

2.2. Eligibles will be ranked in order of short tour return date (STRD). The IM with the earliest STRD will be ranked first and the IM with the most recent STRD will be last. The tasking will be levied on the member who has the earliest STRD. An alternate will be selected using the same criterion. Recent TDY return dates will be taken into consideration.

2.3. Unit manning and other factors will be considered but are secondary. If a proven hardship or other factors prevent fulfillment of the TDY, the member's name will be deleted from the list. However, that person will be eligible for the next TDY. The next individual on the list will be selected for the TDY.

2.4. IMs who believe they should be excused from contingencies for an extended period of time must have written concurrence from the 377th Air Base Wing Commander (377 ABW/CC) or designee. This excusal will be on file with the resource manager.

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